



Staff Services Analyst (SSA) Transfer Exam Testing

California Public Utilities Commission

Who Should Apply: This is a transfer examination for the California Public Utilities Commission. Competition is limited to employees of the CPUC who meet the requirements to laterally transfer to the SSA classification. State Personnel Board Rules 425, 430-433, 435 and 444 contain general provisions for lateral transfer.

How to Apply: Complete the attached SSA Transfer Exam Request Form and submit and send a scanned copy to: pucexams@cpuc.ca.gov by the final filing date.

Or you may drop-off or mail your application to:

Public Utilities Commission
Attn: Human Resources - Exams/Selection Unit
505 Van Ness Ave, Room 3008
San Francisco, CA 94102

FINAL FILING DATE: August 21, 2019

Testing Period: Unsuccessful candidates may be tested only once during a six-month period.

Special Testing Information: If you have a disability that requires accommodation, mark the appropriate box on the SSA Transfer Exam Form. You will be contacted to make specific arrangements.

Written Test Dates: The written test will be administered during the **week of September 9, 2019.**

Applicants will receive written notice of testing once scheduled.

Salary Ranges:

| | |
|----------|-------------------------|
| Range A: | \$3,298.00 - \$4,132.00 |
| Range B: | \$3,571.00 - \$4,469.00 |
| Range C: | \$4,281.00 - \$5,360.00 |

Requirements for Admittance to the SSA Transfer Examination: You must meet the requirements to laterally transfer into the SSA class by the date you submit your SSA Transfer Exam Request Form. Appropriateness of lateral transfer into the SSA class will

be verified by Human Resources upon receipt of the completed SSA Transfer Exam Request Form.

Examination Information: The examination will consist of a written test weighted pass or fail. A passing score on the written transfer exam is indefinite.

Test Scope: The test will measure the following:

1. Quantitative Analysis: Skills in the area of algebraic, geometric, and Statistical problem solving.

2. Data Analysis and Interpretation: Skill in reading, interpreting and applying written information.

3. Workload Management/Project Management Scenarios: Ability to effectively handle a variety of situations related to the planning and organizing of projects and work assignments. You will be provided with the use of a calculator.

**REQUEST FOR TRANSFER EXAM
STAFF SERVICES ANALYST (GENERAL)**

Name (Last) (First) (M.I.) Social Security Number

Mailing Address (Number) (Street) Work Telephone Number
 ()

(City) (State) (Zip Code) E-mail address

Are you now employed by the CPUC? [] Yes [] No

Division: _____ **Branch:** _____

Do you need reasonable accommodation to take a written test? [] YES [] NO
 (If “Yes”, you will be contacted to make specific arrangements)

Qualification for Lateral Transfer: Consideration for lateral transfer is based on the last appointment by certification or Board Action.

Applicants: Do not use the space below -- For Human Resources Only

Last or highest A01 appointment:
 Class Code _____ Classification _____ Range _____

| | |
|---|-----------------------|
| TRANSFER RANGE VERIFIED BY: _____ | |
| DATE: _____ [] ELIGIBLE [] NOT ELIGIBLE | |
| DATE TEST SCHEDULED | DATE NOTIFIED OF TEST |
| SCORED BY | |
| POINTS CORRECT | [] PASS [] FAIL |
| DATE SCORED/ENTERED INTO CALHR EXAM SYSTEM | DATE RESULTS MAILED |

Privacy Statement

This information is requested by the CPUC per State Personnel Board Rule 174. Disclosure of Social Security Number is required to verify civil service eligibility for transfer exam.